

MILPERSMAN 1306-1204

LIMITED DUTY (LIMDU) ASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN	882-3229
			COM	(901) 874-3229
			FAX	882-2622

References	EPMACINST 5000.3D (Transient Personnel Administration Manual)
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1. **Policy.** Enlisted Placement Management Center (EPMAC) (EP-48) is the central coordinator for the placement and assignment of limited duty (LIMDU) personnel. The major function of this central coordination point is to equitably distribute LIMDU personnel throughout a geographical area. Upon receipt of each LIMDU availability EPMAC (EP-48) will review the placement and assignment options. A member assigned to LIMDU will be placed in a valid requisition provided by EPMAC based on the following guidelines:

a. Prior to recommending assignments to the assignment control authority (ACA), EPMAC will consider the number in a specific rating assigned in an activity, the readiness and mission capability impact on each activity assigned LIMDU personnel, and the equitable distribution of LIMDU personnel in a geographical area.

b. Members are assigned in close proximity to a medical treatment facility (MTF) capable of providing the required follow-up care and reevaluation.

c. To satisfy permanent change of station (PCS) cost constraints as well as personnel requirements, other factors are considered in making assignments including the location of dependents, the member's past type duty, and the physical restrictions imposed by the medical board.

2. **Transfer to LIMDU.** Upon receipt of orders for transfer of personnel for LIMDU, the Personnel Support Detachment (PERSUPPDET) or personnel office will review the orders to ensure assignment has been directed per this article, within the restrictions set forth by the medical board, and is in close proximity to a MTF where the member may receive follow-up care and reevaluation.

a. Personnel assigned LIMDU per this article will be transferred immediately upon receipt of orders for assignment to LIMDU.

b. Should any factor(s) exist precluding assignment of the member to the duty station or geographical area specified in the transfer directive, the PERSUPPDET or personnel office will do the following:

(1) Immediately advise the ACA; EPMAC (EP-48); Navy Personnel Command (NAVPERSCOM), Disability Retirement and Limited Duty Branch (PERS-821); the member's parent command; and the ultimate duty station by message.

(2) Hold the LIMDU assignment in abeyance pending further guidance.

3. **LIMDU Tracking Procedures.** Upon receipt of personnel for LIMDU, or upon changing a member's accounting category code (ACC) from 100 to 105, the PERSUPPDET or personnel office will verify the projected rotation date (PRD) established in Manpower and Personnel Management Information System (MAPMIS). For personnel who's ACC is being changed from 100 to 105, comply with provisions of MILPERSMAN 1306-1202. **NOTE:** EPMACINST 5000.3D contains amplifying information for tracking and accounting for personnel in a LIMDU status.

a. For personnel ordered PCS for a period of LIMDU, if the PRD is not in agreement with the medical board, the PERSUPPDET or personnel office will advise NAVPERSCOM (PERS-821) and EPMAC, Transient Monitoring Unit (TMU) via the STATUS CHANGE OF LIMDU PERSONNEL message (Exhibit 1).

b. The PERSUPPDET or personnel office will closely track the status of LIMDU personnel using the Navy Standard Integrated Personnel System (NSIPS) LIMDU report. Refer to EPMACINST 5000.3D for detailed guidance on the use of, and required entries for, the NSIPS LIMDU Report.

c. Upon transfer/discharge or change of status to FOR DUTY (ACC 100), remove the medical board report, related NSIPS events, and any additional information filed in the service record and place in a retain file.

d. NSIPS LIMDU reports will be maintained per guidelines set forth in this article and EPMACINST 5000.3D to provide the PERSUPPDET or personnel office with the following:

- (1) A method of tracking required actions.
- (2) Documentation for an accurate account of the reevaluation process.
- (3) A source of information to be used in submission of required reports.
- (4) Number of expired LIMDU periods to assist in returning valuable personnel to the fleet.

e. To retain strict control and accountability, the LIMDU coordinator shall maintain the service records of LIMDU personnel separately from other records. These service records shall be flagged on the outer cover to readily identify special restrictions placed on LIMDU personnel regarding extension of enlistment, reenlistment or discharge. This shall be accomplished by attaching a label to the front cover clearly marked "LIMDU."

4. **Status Update of LIMDU Personnel.** PERSUPPDET or personnel offices must submit a monthly report via message to NAVPERSCOM (PERS-821), TMU, and BUMED (M3M31) with information copy to the cognizant MTF and EPMAC (47/48) (see Exhibit 1). This report must be submitted no later than the 10th of each month. PERSUPPDET or personnel offices that have LIMDU duty personnel assigned on board but have no changes to report during the month must submit a negative input report (see Exhibit 2) by the 10th of each month.

a. **Report Composition.** The report is comprised of four sections as follows:

- (1) PRD disparities.
- (2) Personnel held on board in an expired LIMDU status.
- (3) Personnel pending departmental review/Physical Evaluation Board (PEB) action.
- (4) Personnel who have been made available but are not in receipt of orders.

b. **Report Descriptions/Guidance.** Report descriptions and guidance are as follows:

(1) **PRD Disparities.** Report any PRD disparities that require update or correction in the Enlisted Master File. Include the following information:

(a) Name, social security number (SSN), unit identification code (UIC), and PRD (per current Enlisted Distribution and Verification Report (EDVR)).

(b) Date of medical board and reevaluation visit (if appropriate).

(c) Period Of LIMDU

(d) Requested PRD change

(2) **Personnel Held on Board in an Expired LIMDU Status.** Report the current status and the effective date of that status for all personnel held on board in an expired LIMDU status as of the first of the month. This list will correspond to members on LIMDU with expired PRDs, with the addition of some members who were assigned to LIMDU from shore duty and did not require PRD adjustments. Include the final disposition **only** of personnel who were listed on the last report but are no longer on board for LIMDU (i.e., transferred for duty, separated, etc.). A complete LIMDU status history will be included on each member on the first report in which member appears as an expired LIMDU. Subsequent reports will report current status only. (List in PRD order, oldest first.)

(a) Name, SSN, UIC, and PRD (per current EDVR).

(b) Date of LIMDU reevaluation requested.

(c) Date of medical board/PEB.

(d) Recommendation of medical board.

(e) Disposition of medical board report (forwarded for departmental review/PEB action and date forwarded).

(f) Date of availability and reference (if applicable).

(g) If reevaluation was not completed as required, provide a detailed explanation for noncompliance with established procedures.

(h) Disposition of member upon completion of the LIMDU assignment.

(i) If member's medical board report has been previously forwarded for departmental review/PEB action and results are not received, the PERSUPPDET or personnel office will research all available means (medical board section/LIMDU coordinator at the cognizant naval MTF) prior to forwarding the most current information.

(3) Personnel pending Departmental Review/PEB Action. Report the current status of all personnel pending departmental review/PEB action on medical board reports that have not been placed in a LIMDU status (ACC 105). The following complete information shall be submitted:

(a) Name, SSN, UIC, and PRD (per current EDVR).

(b) Date of LIMDU reevaluation requested.

(c) Date of medical board/PEB.

(d) Recommendation of medical board.

(e) Disposition of medical board report (forwarded for departmental review/PEB action and date forwarded).

(f) Date of availability and reference (if applicable).

(g) If reevaluation was not completed as required, provide a detailed explanation for noncompliance with established procedures.

(h) Disposition of member upon completion of the LIMDU assignment.

(4) Personnel who have been made Available but are not in Receipt of Orders. Report all personnel who have been found "fit for full duty" and have been made available, but who are not in receipt of orders.

- (a) Name, SSN, UIC, and PRD (per current EDVR).
- (b) Date/method avail submitted.

EXHIBIT 1

SAMPLE MESSAGE FOR STATUS CHANGE OF LIMDU PERSONNEL

FM (PERSUPPDET/PARENT COMMAND IF NOT SERVICED BY PERSUPPDET)
TO BUPERS MILLINGTON TN//JJJ//
COMNAVPERSCOM MILLINGTON TN//PERS821//
TRANSMONUNIT NEW ORLEANS LA//TMU//
INFO BUMED WASHINGTON DC//M3M31//
(COGNIZANT MEDICAL TREATMENT FACILITY)
EPMAC NEW ORLEANS LA//47/48//
UNCLAS//N06320//
MSGID/GENADMIN/(PERSUPPDET/PARENT COMMAND IF NOT SERVICED BY PSD)
SUBJ/STATUS CHANGE OF LIMDU PERS (MON YR)/
RMKS/1. A. THE FOL PERS HAVE ERRONEOUS FIRST TERM LIMDU PRDS:
(THIS SUBPARA WILL BE USED FOR PERS WITH INCORRECT PRDS ASSIGNED WHEN LIMDU ORDERS
WERE CUT. ALL REQUESTS FOR FIRST TERM PRD ADJSUTMENT WILL BE SENT TO TMU.)
SSN RATE NAME MEDBD DT/PERIOD CORRECT PRD UIC
123-45-6789 HMCN JOHNSON, S R 000809/8 MOS 0103 00001
001-00-0002 HM1 SMITH, I B 000812/8 MOS 0103 00002
002-00-0000 PNCN SKATE, I M 000701/8 MOS 0102 00003
B. THE FOL PERS ARE ON SECOND OR SUBSEQUENT PERIOD OF LIMDU AND HAVE ERRONEOUS PRDS:
(THIS SUBPARA WILL BE USED FOR PERS WITH INCORRECT PRDS DUE TO SYSTEM ERROR.)
PERS SSN RATE NAME DTG PERS821 APP CORRECT PRD UIC
404 000-00-0005 AB1 EDGAR, B E 012000ZMAR00 0104 00005
404 005-23-9000 ABE2 NOBLE, I B 082340ZAPR00 0102 00006
C. THE FOL OFFICERS ARE ON SECOND OR SUBSEQUENT PERIOD OF LIMDU AND HAVE ERRONEOUS
PRDS: (THIS SUBPARA WILL BE USED FOR OFFICERS WITH INCORRECT PRDS DUE TO SYSTEM
ERROR.)
PERS SSN GRADE NAME DTG PERS821 APP CORRECT PRD UIC
421 125-78-0054/1700 LTJG JOHNSON, B 072130ZMAY00 0101 00009
2. THE FOL PERS WERE FOUND FIT FOR DUTY, AVAIL SUBMITTED AND ARE NOT IN RECEIPT OF
ORDERS:
PERS SSN RATE NAME AVAIL DATE PRD UIC
404 006-43-0001 AE2 FLYER, I M 000201 0003 00007
405 009-54-0003 BMC KNUCKLES, D 000312 0004 00008
405 008-43-1300 BM3 HOOK, C D 000410 0005 00009
3. THE FOL PERS ARE PENDING DEPT REVIEW AND HAVE NOT RECEIVED RESULTS WITHIN 30 DAYS:
(THIS PARA WILL TAKE THE PLACE OF THE 30-DAY TRACER ACTION MESSAGE REQUIRED BY
EPMACINST 5000.3B SECTION 7, FIGURE 7A. **ENSURE PERS IN THIS PARA HAVE MEDBDS SIGNED
AND MAILED TO PERS 821.)
PERS SSN GRADE/RATE NAME CA SIGNATURE DATE DATE FWD NPC UIC
821 003-49-1314 EM1 SPARKY, B 000706 000708** 00010
821 294-50-1516/1100 LT SIMON, J 000712 000712 00011
4. FOL INFO PROVIDED ON PERS AWAITING LOCAL MEDBD/PEB WHO ARE NOT IN ACC 105/355:
(THIS PARA WILL BE USED FOR PERS WHO ARE NOT CURRENTLY REFLECTING IN ACC 105 OR ACC
355 BUT ARE AWAITING MEDBD/PEB RESULTS.)
PERS SSN GRADE/RATE NAME PRD ACC UIC
821/405 008-00-0057 JO2 READER, M 0008 100 00011
RMKS: MEDBD 000115. FWD PEB 000730.
821/421 005-48-067/1100 LCDR CONCORDE, J I 0102 381 00012
RMKS: PEB BD DTD 000715. FWD PEB 000714. MBR ACCEPTED FINDINGS 15% 00915. MBR
SENT HAO 000915. AWAITING SEP AUTH.
5. LIMDU COORDINATOR PN2(SW/AW) JOHN JAMES DSN: 564-0111; COM (757) 867-5309.//
BT

EXHIBIT 2

SAMPLE MESSAGE FOR A NEGATIVE REPORT
FOR STATUS CHANGE OF LIMDU PERSONNEL

(Use the proper message format containing the following.)

FM (PERSUPPDET/PARENT COMMAND IF NOT SERVICED BY
PERSUPPDET)
TO BUPERS MILLINGTON TN//JJJ//
BUMED WASHINGTON DC//M3M31//
COMNAVPERSCOM MILLINGTON TN//PERS821//
TRANSMONUNIT NEW ORLEANS LA//TMU//
INFO (COGNIZANT MEDICAL TREATMENT FACILITY)
EPMAC NEW ORLEANS LA//47/48///
UNCLAS//N06320//
MSGID/GENADMIN/(PERSUPPDET/PARENT COMMAND IF NOT SERVICED BY PSD)
SUBJ/NEGATIVE REPORT FOR STATUS CHANGE OF LIMDU PERS (AUG 03)/
RMKS/1. ORIG HAS (# OF LIMDU) ONBD. NO CHANGES IN THEIR STATUS
HAVE OCCURRED DURING THIS MONTH. **(IF NO LIMDU PERSONNEL ARE
ASSIGNED, THIS REPORT IS NOT REQUIRED.)**
2. LIMDU COORDINATOR PN2(SW/AW) JOHN JAMES DSN: 564-0111; COM
(757) 867-5309.//
BT